



Plan - in the Absence of an Appropriation

In the event the Office of Management and Budget identifies a hiatus in appropriation, the Department of the Interior will notify bureaus to begin an orderly shutdown of non-essential operations. The USGS will suspend the majority of its activities with the exception of those functions to protect life and property.

Attachment 1 is a Summary of the number of employees in three categories: number of employees who will shutdown within a 4 hour window; number of employees requiring up to 72 hours to shutdown; number and percentage to be retained under this Plan, and the number of employees on call to respond to a natural disaster.

Orderly Shutdown

The USGS expects 100 percent of its workforce (8,900) to participate in the orderly shutdown process. The majority of the workforce can accomplish these activities within a 4 hour window and include such as securing facilities, completing personnel and financial processes, cancelling meetings/events, and shutting down non-essential IT operations. Approximately 50 employees will require roughly 72 hours to complete the shutdown process including termination of scientific and/or laboratory projects and the determination of and issuance of stop work notifications to contractors supporting non-essential activities.

The Department's National Business Center will issue furlough notices to all DOI employees and process applicable pay records.

Retained Under This Plan

The USGS has identified 200 employees to be retained in the event of a lapse in appropriation needed for the protection of life and property. Sufficient carryover is available to support the salary and benefit costs. These essential duties will provide leadership and mission support of those operations *necessary to protect life and property*. Where full-time services are not required, excepted employees will work only those hours required to respond to the situation. Contracting Officer Representatives (CORs) are included where contract support has been deemed excepted and/or where the contract is obligated and is in support of essential operations that are retained under this plan to avoid potential harm to life and/or property.



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The COR support will be as needed for oversight (and not necessarily full-time). The CORs are identified for the EROS Data Center operations in conjunction with operations of the Landsat satellite (protection of property) and for Enterprise Information functions (to support critical science information such as water streamgage information for the National Weather Service, operations of the National Earthquake Information Center networks, etc).

Approximately 200 additional employees have been identified as on-call available for response to a natural disaster for which the Bureau is mandated to respond or assist in managing water, biological, geological, geographical, and other natural resources. These employees will be deemed excepted when called to report for duty. Mostly, these personnel are at the Volcano Observatories, the Seismic Laboratory, the Water Science Centers, and the EROS Data Center, but may include other personnel depending upon the natural hazardous event. Support staff from the Bureau's Office of Acquisition and Grants, Accounting and Financial Management, the Office of Management Services for facilities managers and/or health and safety staff and the Enterprise Information are also included.



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Attachment 1

SUMMARY

U.S. Geological Survey Draft Contingency Plan

Number of employees	8900
Number of employees expected to be on board before implementation of the plan	8900
Number of employees that will shut down in 4 – 6 hours	8650
Number of employees needed to shut down in less than 5 business days	50 (of the 50 employees-- 4 are Human Resource Specialists needed to issue furlough letters and assist with potential emergency hires; 25 are Contracting Officer's needed to issue stop work orders; the remaining 21 are scientists needed to shut down experiments and laboratories)
Total number of employees to be retained under the plan *	200
Percent of workforce retained under the plan	2.2%
Number of employees “on call” available (e.g., responders to a natural disaster; human resource expertise if emergency hires are needed, etc.)	200

*all categorized as “those employees who are needed to protect life and property and are not otherwise exempt”